

Chief, Management Staff

29 October 1954

Chief, Records Management Division

Progress on Agency Records Management Program

1. On 22 October you requested that I submit to you by the end of this week a report showing the overall progress made in the Agency with respect to the Records Management Program, encompassing the following elements:

- | | |
|--|------------------------------|
| a. Forms | f. Vital Materials |
| b. Reports | g. Microfilming Standards |
| c. Correspondence | h. Records Scheduling |
| d. Filing Systems | i. Records Center Operations |
| e. Filing Equipment and
Filing Supplies | |

The progress made by the operating offices with respect to each of the above elements is reflected in the attached chart.

2. The progress made by Agency offices is summarized as follows:

a. Overall progress in carrying out the program is considered to be adequate in 9 of the 19 organizational areas shown on the chart. The Records Management Division has helped 8 of these offices to install the program.

b. The program is considered to be generally inadequate in 10 areas, 5 of which have full-time Area Records Officers. These programs are inadequate because of such factors as: other duties assigned to the Area Records Officers; reluctance to take advantage of the assistance and advice offered by the Records Management Division; security reasons; failure to designate an Area Records Officer; and lack of full backing of top administrative officials.

3. Overall progress in the DD/I area is considered adequate. Contacts have been made with the Special Assistant to the DD/I, [REDACTED] and he has given us complete cooperation and assistance. Further action is needed as indicated below:

a. Sufficient progress has not been made in ORR because they have not appointed a full-time Area Records Officer. A member of our staff is now working in ORR, establishing a disposition program.

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b. OCD has transferred a number of inactive records to the Center and they are making some unscheduled deposits of vital materials. On the other hand, they have not developed a program and have not taken advantage of an offer made by the Records Management Division to [REDACTED] to assist them in establishing their own records management program.

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c. OCI has made no known progress in establishing and carrying out a records management program except in making unscheduled deposits of vital materials. I have discussed this matter with the Special Assistant to the DD/I and Messrs. [REDACTED] of OCI, and offered them our assistance.

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4. Progress in the DD/A area is generally satisfactory. All offices have instituted the program. On the other hand, the Office of the Comptroller, Logistics Office and Security Office, which have full-time Area Records Officers, have not made adequate progress.

a. The principal progress made by the Office of the Comptroller is the transfer of a substantial number of inactive records to the Center. The Area Records Officer has not taken advantage of our offer of training and assistance in the preparation of a disposition program. Assistance has also been offered to establish a reports management program and to develop an adequate schedule for depositing vital materials.

b. The Logistics Office transferred a number of its inactive records to the Center and has developed a schedule for the depositing of vital materials. Otherwise, their records management program is lacking. Approximately six months ago we were requested to develop a reports management program for them. An outline was prepared and submitted and despite the fact that we have had a number of contacts with them, no action has been taken.

c. We have been assisting the Area Records Officer for the Security Office in developing a records disposition plan. Some progress has been made in this area but we have never been able to conclude the project because the Area Records Officer has had difficulty in getting top level support. It is our understanding from the Area Records Officer and from [REDACTED] who has been conducting a management survey in the Security Office, that they have an unusually large number of records and, based on Agency-wide experience, it would appear that a substantial number of them could be transferred to the inactive status in the Records Center, thereby making equipment and space which is badly needed available to them. As of now, less than the equivalent of one 4-drawer file cabinet of inactive records has been transferred to the Center.

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5. The administration of the Records Management Program in D/P is carried out through the Chief of RI, [REDACTED]. Area Records Officers have been designated in the Divisions and the principal Staffs. Assistance offered by the Records Management Division has not been accepted. Recently, however, we were advised that a records disposition schedule had been prepared and was ready for our review but so many restrictions have been imposed that proper appraisal is difficult.

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The volume of records transferred to the Center, the equivalent of 37 file cabinets, is insignificant in comparison to the total holdings.

6. Progress in the Personnel Office is principally in forms management. They do not have a full-time Area Records Officer. [REDACTED], who has been carrying out the program as a part of other duties, has been doing a satisfactory job with respect to forms management and has transferred the equivalent of 51 file cabinets to the Center. They have not developed any overall program for records disposition despite the fact that the Records Management Division has offered assistance on several occasions.

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7. The Office of Training was late in getting started on its program. They selected [REDACTED] of the Records Management Division for their Area Records Officer. He has been on the job approximately six months and, while only a small percent of the program has been accomplished, it does have top level backing from Colonel Baird and we consider that satisfactory progress is being made.

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8. The Office of Communications has made very little progress on its program. We have had limited contact with the Area Records Officer on forms and vital materials. I discussed the records management program with [REDACTED] and offered him assistance. Records work is now performed as a collateral duty and it is our opinion that the Area Records Officer's position should be established on a full-time basis.

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9. This report summarizes the overall program status with an indication of the areas in which progress has not been as satisfactory as desired. To stimulate action in the delinquent areas, I will continue follow-up discussions regarding: (a) the assignment of full-time Area Records Officers; (b) the inclusion of all appropriate elements in the respective office programs; (c) relaxing of hampering security restrictions; and (d) obtaining backing for the Area Records Officers from their office heads. I will advise you when I am unable to accomplish satisfactory results.

10. I will be glad to discuss this report with you anytime.

[REDACTED]
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